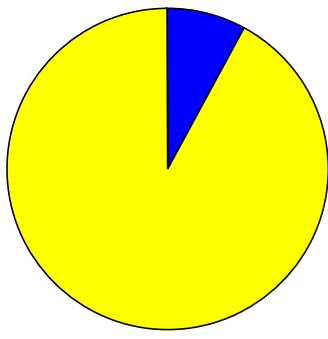


02-03-Equal Opportunity Enforcement

Fund/Agency: 001/02	Office of the County Executive	
Personnel Services	\$498,364	CAPS Percentage of Agency Total  91.9% 8.1% <div>■ Equal Opportunity Enforcement ■ All Other Agency CAPS</div>
Operating Expenses	\$23,000	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$521,364	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$521,364	
Positions/SYE involved in the delivery of this CAPS	7/7	

► CAPS Summary

The County's Equal Opportunity Enforcement program ensures County compliance with all Federal, State, and County mandates involving equal access to all County services, programs, and employment opportunities. This is accomplished through employee training, investigations, technical assistance, diversity awareness, counseling, and statistical monitoring. These efforts ensure a diverse workforce. Adherence to the requirements of the Americans with Disabilities Act is another component of the program which involves providing technical guidance to managers and employees about accessibility to facilities and services for the public, as well as requests for employee disability accommodations.

The enforcement program has taken the initiative to develop new sexual harassment prevention workshops for managers and new diversity workshops for managers and employees; to collaborate on minority recruitment issues; and to develop new liaisons with the Hispanic community through the InterAmerican Development Foundation. The program also provides ongoing support to Amigos del Condados, a recently formed Hispanic organization.

Office of the County Executive

► Method of Service Provision

The Office provides services to the County's workforce and citizenry employing 7 merit positions. All training, investigation, counseling, technical guidance, and statistical monitoring is provided by staff. This program service quality is continually rated above 95 percent satisfaction ratings. There have been no staff increases in this program for nearly 10 years despite increased workload.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Customer contacts requiring technical assistance	10,100	10,200	10,640	10,680	10,680
Customers trained	1,270	1,320	1,424	1,400	1,450
Diversity plans reviewed	61	61	61	61	61
Information inquiries concerning ADA	325	350	367	370	380
Grievants counseled or advised	965	945	971	980	980
Managers advised	650	673	690	724	745

The Office of Equity Programs has been providing excellent customer service (95 percent approval rating) based on feedback from its customer surveys, despite a growing workload. Additionally, staff has taken a proactive approach to diversity training, celebrations, etc., which has created a positive atmosphere and acceptance of minorities and women in the workplace. Minorities have realized a 30 percent increase in representation over the past decade. Women presently represent 44.9 percent of the County's overall workforce and 61.6 percent of the County's professional category. Despite the growing diversity, grievances still represent less than 1 percent of the employed staff. Technical assistance to employees and managers provide opportunities for the resolution of issues as well as learning opportunities for both to address problems from a collaborative perspective. Newly designed advanced sexual harassment prevention workshops during the current fiscal year will further increase the number of customers trained. The efforts in new diversity training will impact workload. Although workloads have increased significantly, there has been no increase in staffing for nearly a decade.

Office of the County Executive

► **Mandate Information**

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- 14th Amendment of the U.S. Constitution; Civil Rights Act of 1866, 1870, 1871, 1991;
- Equal Pay Act
- Title VI and VII of the Civil Rights Act of 1968
- Equal Employment Opportunity Act of 1972
- Section 504 of Rehabilitation Act of 1973
- Pregnancy Discrimination in Employment Act
- Executive Order 11246 and 11141
- The Americans with Disabilities Act
- Personnel Regulations Article I of the Fairfax County Personnel Ordinance
- Section II of the Constitution of the Commonwealth of Virginia
- Virginians with Disabilities Act; and the Virginia Fair Employment Contracting Act.
- These mandates prohibit discrimination on the basis of race, religion, sex, national origin, sexual orientation, marital status, color, disability and political affiliation.